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UNITED STATES DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

Number 117

January 9, 1948

PMA PROCEDURE TRANSMITTAL

### NOTICES

#### Reserve

RESIGNATION OF ASSISTANT ADMINISTRATOR: Carl C. Farrington, Assistant Administrator of PMA and Vice President of CCC, has resigned to accept a position in private business. The Administrator and the Deputy Administrator will temporarily assume responsibilities of the positions he is leaving.

CHANGE OF ADDRESS: The Personnel Division Portland Sub-Office has moved to the Eastern Building, sixth floor, 10th and Washington Streets, Portland 5, Oregon.

### NEW RELEASES

ADMINISTRATIVE  
NOTICE NO. 82  
1-5-48

REASSIGNMENT OF ACTIVITIES FORMERLY CONDUCTED BY MR. H. F. FITTS: Reassigns functions formerly carried out by Mr. H. F. Fitts, who has retired from Government service. Mrs. Virginia Ambler, in the Office of the Assistant Administrator for Marketing, has been designated to perform the functions pertaining to cooperative agreements which have been the responsibility of Mr. Fitts in the past. Distribution: A, Washington only.

103.2  
12-18-47  
Supersedes  
103.2 dated  
2-12-46

DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES: Effects basic changes in existing procedures as follows: Eliminates A, W, L, S, B Manuals and distribution codes, and substitutes two basic manuals and codes, "A" and "B". The "A" Manual is a complete type of manual, holders of which will receive all except highly restricted manual releases. The "B" Manual is an abridged type of manual designed to serve the procedural needs of branch and staff operating personnel. The revised Instruction eliminates the use of Form AD-529 for requesting materials and mailing list changes, and provides for making such requests by simple memo or Form AD-14, as desired. Washington administrative officers will prepare necessary Forms AD-273, "Request for New and/or Additions to Mailing Codes," on requests approved by them. NOTE: ALL PMA PROCEDURE MAILING LISTS HAVE BEEN REVISED TO REFLECT THE ABOVE CHANGES IN DISTRIBUTION CODES. MANUAL HOLDERS WILL FIND THEIR CODES LISTED IN EXHIBIT "A" OF 103.2 AND USED IN THE ADDRESSING OF CURRENT PMA PROCEDURES. Remove PMA 103.2 dated 2-12-46 from the Manual, and insert revised 103.2 (12-18-47). Distribution: (A)(B).

DISTRIBUTION: (A) (B)

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NEW RELEASES (Cont'd.)

120.3  
12-26-47  
Supersedes  
120.3 dated  
5-9-47

LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD: Revised to conform with the areas of responsibility of the regional offices of the Solicitor. Remove from the Manual FMA Instruction 120.3 (revised 5-9-47) and insert the attached revision dated 12-26-47. Distribution: (A) (B).

CHANGES

101.2  
EXHIBIT A-16  
11-20-47

ADMINISTRATIVE AUTHORITIES - FOOD DISTRIBUTION PROGRAM'S BRANCH: Under column headed "Approve Requisition for Supplies and Equipment," delete "for expendable equipment only" and the ditto marks, and replace with an "x". Change footnote 2/ to read "Prior approval of the Washington Office must be obtained for the purchase of new nonexpendable equipment." Under column headed "Sign Travel Authorization," add "Sub-LA's only, as authorized in Station LA" and add ditto marks under this statement for each office. Distribution: (A) (B-05,15,16,26, field only).

127.1  
3-20-47

PREPARATION AND DISTRIBUTION OF ABSTRACTS: Paragraph III A 2 d (1), change "Four copies" to "Six copies." Paragraph III A 2 d (3), change "Six copies" to "Eight copies." These additional copies will be forwarded by the SS Branch to the appropriate CCC Field Office. Distribution: (A)(B).

OBSOLETE

120.2  
1-24-46

PROGRAM ASSISTANCE BY ONE BRANCH FOR ANOTHER BRANCH: Remove from Manual. Information is contained in FMA Instructions 133.2 and 135.1. Distribution: (A) (B).

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U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 82

REASSIGNMENT OF ACTIVITIES FORMERLY CONDUCTED BY MR. H. F. FITTS

Effective January 1, 1948, functions formerly assigned to Mr. H. F. Fitts, who was attached to the Marketing Facilities Branch, are reassigned as follows:

- A    To the Office of the Assistant Administrator for Marketing -  
      Activities in connection with cooperative agreements covering  
      marketing service and regulatory activities including:
- 1     Assistance to branches, as required, in formulating  
      such agreements.
  - 2     Review from the standpoint of form, language, coverage,  
      and legal requirements.
  - 3     Responsibility for obtaining clearances and PMA signa-  
      tures thereon, for numbering, and for distribution of  
      copies.
  - 4     Execution and distribution of annual confirmation  
      memorandums and renewals where no changes from original  
      agreement are involved.
  - 5     Maintenance of the official PMA file.
- B    To the Fiscal Branch - Review and clearance of personal  
      performance bonds used in connection with the dairy and  
      poultry inspection and grading service.





U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration  
Washington 25, D. C.

PMA-103.2

DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES

I PURPOSE

The purpose of this Instruction is (1) to state PMA policy on the distribution and maintenance of PMA Manual issuances, including handbooks and special materials; (2) to explain the system of codes under which PMA Manual issuances are distributed to manual holders; (3) to establish responsibilities and procedures for insuring effective distribution and maintenance of procedure manuals.

II POLICY AND RESPONSIBILITIES FOR DISTRIBUTION SYSTEM

A Distribution Policy - It is the policy of PMA to distribute procedure materials according to the subject matter of such issuance, so that designated employees receive all issuances of interest to them, and a minimum of issuances that are not of interest to them. As a general rule, distribution will be on the basis of single copies individually addressed to manual holders, except where special arrangements are made for bulk mailing of addressed copies to designated field offices.

B Responsibility for Distribution System - The Organization and Management Division, BM Branch, is responsible for the technical administration of the system of distribution described in this Instruction, including review and control of mailing list changes and special mailing arrangements. The Administrative Services Division, BM Branch, is responsible for all actual distribution operations under the system, including the servicing of requests for materials. Administrative officers of branches and staff offices are responsible for seeing that the policies and objectives of this Instruction are carried out in their respective jurisdictions and that mailing lists for their respective branches and offices are accurate and current.

C Responsibility for Determining Distribution of New Releases - Offices initiating procedural releases, as well as those to whom material is circulated for clearance, will specifically consider the proper distribution of each issuance, and approvals of such releases will be considered as including the proposed distribution unless otherwise indicated. Reviewing and approving officials should consider distribution not only to their own organizations but to other interested organizations as well.

D Responsibility for Maintenance of Manuals - Heads of offices and supervisory officials are responsible for seeing that procedure manuals and handbooks in their jurisdiction are properly maintained and that the contents of procedure issuances are brought to the attention of and made available to all employees concerned.

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DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES

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## III MAINTENANCE OF PROCEDURE MANUALS

All procedure manuals are Government property and are placed in the hands of designated persons for maintenance and for use by them and other employees. Manuals shall be arranged in prescribed order, kept current and made available to all employees. Maintenance of manuals should be assigned to an employee in each unit which maintains a manual.

A Handling New Materials - Upon receipt of PMA Procedure Transmittals, covering PMA Manual Instructions, the responsible employee shall:

1 Make prescribed long hand corrections or write-ins on existing Instructions in the Manual, and note reference to Procedure Transmittals authorizing the changes.

2 Bring the Table of Contents for the Manual up to date by crossing-out obsoleted items and by writing-in new material or page revisions, and note reference to Procedure Transmittals authorizing the changes.

3 Insert new PMA issuances and remove obsoleted material.

4 Circulate the Procedure Transmittals to members of the office staff concerned.

5 Circulate or distribute special material marked "INFORMATION FOR ALL EMPLOYEES" to those employees who are not Manual holders.

B Arrangement of Material in Manuals - It is recommended that material be placed in Manuals in the following order:

1 Procedure Transmittals by number.

2 Administrative Notices by number.

3 Manual Instructions, by classification and serial number.

4 Forms Insertions in the Forms Manual in alphabetical order by organization prefix symbols, and numerically under each symbol.

## IV DISTRIBUTION BY MAILING LISTS

New and revised PMA Manual issuances are assembled periodically (usually weekly) under a covering PMA Procedure Transmittal by the Organization and Management Division and distributed to listed subscribers only. To receive current issuances automatically, an individual must be on the official PMA Manual mailing list. Actual mailing is done from corresponding addressograph plates, proof cards of which will be maintained by Administrative Officers for control of distribution and mailing list changes as provided in this Instruction and PMA 127.15.



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DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES

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## (IV)

Requests for subscriptions or changes in mailing lists, or for material, will be initiated by the individuals concerned, and will be processed as follows;

A Mailing List Changes - Individuals who want to get on a mailing list for PMA Manual materials, or to change or discontinue a present listing, should transmit their requests by memo through their supervisors or office heads to their Washington administrative officers. Administrative officers will review all such requests as to propriety and need, and will process approved requests as follows:

1 On requests involving mailing list additions, the administrative officer shall prepare form AD-273 AD-273 "Request for New and/or Additions to Existing Mailing Codes", in accordance with PMA Instruction 127.15, "PMA Mailing Lists," and Forms Manual Insertion No. 3 on AD-273. Listings, except in rare instances, will be by title of the individual only, and a separate listing is required for each subscription desired.

2 Administrative officers shall route all required copies of the AD-273 (original and four) and addressograph plate proof cards covering "drops" or mailing list changes through the Procedure Control Section, Organization and Management Division, for control review. The Procedure Control Section will forward the forms and cards to the AS Division as required in PMA Instruction 127.15.

B Requests for Materials - Supplies of extra copies of PMA manual materials are maintained in and may be obtained from the Washington AS Division, and each Area AS Division, to supply the needs of the offices they serve for extra copies or back numbers. Desired materials should be clearly identified by title, Manual Instruction No., or other number. Materials should not be ordered by Procedure Transmittal Number. Stocks of Procedure Transmittals and Administrative Notices are not carried bearing issuance dates prior to the latest Table of Contents, and therefore should not be requested except in unusual circumstances.

C Non-Receipt of Materials - Inquiries or complaints regarding mailing lists or non-receipt of materials should be by memo directed to the appropriate Washington administrative officer.

## V EXPLANATION OF DISTRIBUTION SYSTEM AND CODES

All PMA Manual issuances are distributed to subscribing manual holders through the use of assigned distribution code symbols representing the

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DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES

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two basic types of manuals and manual holders. These code symbols are shown in the lower left corner on the first page of each issuance, and in the Manual holder's Table of Contents. These symbols always indicate the distribution that has been made. In addition, each Manual holder's particular code is shown in the address under which he receives his materials. As indicated below, letter symbols are used for PMA-wide distribution under a particular code. These are supplemented by number-symbols when distribution is limited to particular branches, staff offices or other organizations (See exhibit A). The symbols used and the manual holders covered by each code are as follows:

A Distribution: A ("A" Manual) - A complete unabridged Manual containing all except special "limited-distribution" materials. Manual holders consist of officials in the Office of the Administrator; directors, assistant directors and administrative officers of branches; chiefs of BM Branch divisions, heads of principal field offices; and other designated recipients. "A" material of interest only to manual holders in particular branches or staff offices usually is distributed only to such manual holders, through the use of supplemental number-code symbols. For example: Distribution "A-01, A-05, A-25" indicates distribution of material to "A" Manual holders in the office of the Administrator (A-01); the Administrative Services Division (A-05); and the Organization and Management Division (A-25). Individuals who receive "A" issuances will need to examine them carefully to determine their specific applicability.

1 Distribution AA- This is not a Manual, it is merely a distribution code by means of which "rush" or "advance" Manual material can be delivered quickly to a selected group of "A" manual holders made up of key Washington personnel. These include officials in the Office of the Administrator, directors and assistant directors of branches and staff offices, chiefs of BM Branch Washington divisions and Washington administrative officers. "AA" distribution is frequently followed by regular distribution to manual holders under standard Manual codes and release schedules.

B Distribution: B ("B" Manual) - An abridged manual for branch "operating" personnel. Includes all designated manual holders in branch and staff offices who are on the "A" list. "B" manual holders receive all materials affecting the operations of branch and staff offices, both in Washington and the field. Material affecting the operations of only one or a limited number of branches or offices is distributed to manual holders in the appropriate organizations by use of supplemental number-codes. For example: "Distribution A,B-12, B-22", indicates distribution to all "A", and to "B" manual holders in the Dairy Branch (B-12) and the Livestock Branch (B-22) only.

C Schedule of Number-Codes - The Schedule of Distribution Codes shown in Exhibit A is a complete listing of the symbols and organizations used in the special distribution of PMA procedure



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DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES

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issuances to manual holders in particular branches and staff offices. Number-Codes are used only in conjunction with regular Letter-Codes "A" and "B", and special letter-code "AA".

VI DISTRIBUTION OF INTERNAL ISSUANCES

Washington administrative officers may make individual arrangements with the Administrative Services Division for the distribution of Branch or other internal procedure issuances, using the above codes and method of distribution as applicable. One copy of each branch or other internal release shall be sent to the Procedure Control Section, OM Division, BM Branch.

Attachment: Exhibit A

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SCHEDULE OF DISTRIBUTION CODES

(For limited distribution of materials within particular organizational areas)

LETTER CODE	NUMBER CODE SUPPLEMENT	BRANCH OR STAFF OFFICE
AA	-01	Administrator, Deputy and Assistant Administrators Directors and Asst. Directors of Branches and Staff Offices, Chiefs of BM Branch, Washington Divisions.
	-01-A	Branch Directors
	-03	Washington Administrative Officers
A or B	-01	Administrator, Office of
	-02	Aerial Photographic and Engineering Service
	-04	Agricultural Conservation Programs
	-05	Administrative Services Division
	-06	Audit Branch
	-07	Budget and Management Branch (Staff)
	-08	Budget Division
	-09	CCC Field Offices
	-10	Compliance and Investigation Branch
	-11	Cotton Branch
	-12	Dairy Branch
	-13	Fats and Oils Branch
	-15	Fiscal Branch
	-16	Food Distribution Programs Branch
	-18	Fruit and Vegetable Branch
	-19	Grain Branch
	-20	Information Branch
	-21	Labor Branch
	-22	Livestock Branch
	-23	Marketing Research Branch
	-24	Marketing Facilities Branch
	-25	Organization and Management Division
	-26	Personnel Division
	-27	Poultry Branch
	-28	Price Support and Foreign Supply Branch
	-30	Shipping and Storage Branch
	-31	State Offices
	-32	Sugar Branch
	-34	Tobacco Branch
	-36	Special non-PMA Manual holders

NOTE: USE NUMBER-CODES ONLY IN CONJUNCTION WITH LETTER-CODES "AA", "A" AND "B" AS INDICATED.



U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

PMA 120.3

LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD

I POLICY

PMA field offices shall use fully the services of regional attorneys of the Office of the Solicitor. Particular attention should be given to Commodity Credit Corporation (CCC) matters as the Board of Directors of the CCC has adopted a resolution requiring all contract forms of the CCC to be reviewed by the Office of the Solicitor. To comply with this resolution, where the form of contract is required to be prepared in the field, PMA field offices should either request the regional attorney to draw the contract or clear the contract with him. PMA field officials should consult the regional attorney when any other legal problem arises in the field in connection with the administration of any PMA programs.

II ASSIGNMENT OF LEGAL WORK BY STATES

PMA field officials shall refer legal problems to the regional attorney assigned to their State. The assignment of PMA legal work among the various regional attorneys is as follows:

Alabama	)	
Georgia	)	Linton B. West, Regional Attorney
Florida	)	Office of the Solicitor, U.S.D.A.
North Carolina	)	1017 Glenn Building
South Carolina	)	Atlanta 3, Georgia
Virginia	)	
Illinois	)	
Indiana	)	Frank A. Gallagher, Regional Attorney
Kentucky	)	Office of the Solicitor, U.S.D.A.
Michigan	)	Room 1822, 208 South LaSalle Street
Ohio	)	Chicago 4, Illinois
Wisconsin	)	
Minnesota <u>1/</u>	)	
Oklahoma	)	William F. Farrell, Regional Attorney
Texas	)	Office of the Solicitor, U.S.D.A. 401 Construction Building Dallas 1, Texas
Arizona <u>2/</u>	)	
Colorado	)	S. E. Paul, Regional Attorney
Idaho	)	Office of the Solicitor, U.S.D.A.
Montana	)	831 Fourteenth Street
New Mexico	)	Denver 2, Colorado
Utah	)	
Wyoming	)	

1/ For legal problems concerning the disposal of Lend-Lease plant facilities only.

2/ Legal problems concerning agricultural marketing programs should be referred to the regional attorney in San Francisco.

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LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD

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(II)

Iowa	)	
Kansas	)	
Minnesota <u>3/</u>	)	Giles H. Penstone, Regional Attorney
Missouri	)	Office of the Solicitor, U.S.D.A.
Nebraska	)	613 Rudge and Guenzel Building
North Dakota	)	Lincoln 8, Nebraska
South Dakota	)	
Arkansas	)	Dan P. Chisholm, Regional Attorney
Louisiana	)	Office of the Solicitor, U.S.D.A.
Mississippi	)	501 Waldon Building
Tennessee	)	Little Rock, Arkansas
Connecticut	)	
Delaware	)	
Maine	)	
Maryland	)	John E. Donahue, Regional Attorney
Massachusetts	)	Office of the Solicitor, U.S.D.A.
New Hampshire	)	632 Bankers Securities Building
New Jersey	)	Juniper and Walnut Streets
New York	)	Philadelphia 7, Pennsylvania
Pennsylvania	)	
Rhode Island	)	
Vermont	)	
West Virginia	)	
Arizona <u>4/</u>	)	
California	)	Jesse R. Farr, Regional Attorney
Nevada	)	Office of the Solicitor, U.S.D.A.
Oregon	)	Room 611 Pacific Building
Washington	)	821 Market Street
Alaska	)	San Francisco 3, California
Hawaii	)	
Puerto Rico	)	Linus R. Fike, Regional Attorney
		Office of the Solicitor, U.S.D.A.
		Box 4184
		San Juan 21, Puerto Rico

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3/ Legal problems concerning the disposal of Lend-Lease plant facilities should be referred to the regional attorney in Chicago.

4/ For legal problems concerning agricultural marketing programs only.